



**LOCATION PERMIT APPLICATION**  
**For Video, Film, or Still Photography**  
**City of Sedona, Permittor**

Permit No. FLM \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee Amt. \_\_\_\_\_

*A minimum of five (5) days notice or filing of application is required.*

**1. Applicant Information:**

Permittee \_\_\_\_\_ Date \_\_\_\_\_

**2. The information you provide here will help this municipality determine the size and scope of your project:**

**Producer:** \_\_\_\_\_

Location Contact: \_\_\_\_\_

Production Company \_\_\_\_\_

Phone/Pager \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

**Other Contacts:** \_\_\_\_\_

Phone/Pager: \_\_\_\_\_

**3. Project Title/Identifier:** \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ ☐ a.m. ☐ p.m. until \_\_\_\_\_ ☐ a.m. ☐ p.m.

Type of Production: Feature ☐ Commercial ☐ TV ☐ Non-Broadcast ☐ Other ☐

Format: Video ☐ Still Photography ☐ 16mm ☐ 35mm ☐ Other ☐ DV ☐ HD ☐

Total Number of Crew ☐ Total Number of Cast ☐ Estimate Number of Local Hires ☐

Estimated Room Nights ☐

Exterior Lighting: Yes ☐ No ☐

If Yes, describe: \_\_\_\_\_

Use of pyrotechnics and/or other special effects: Yes ☐ No ☐

Estimated local expenditures: \$ \_\_\_\_\_

Estimated total expenditures: \$ \_\_\_\_\_

Story/Synopsis: \_\_\_\_\_

\_\_\_\_\_

**4. Location Information:**

Public Property ☐ Private Property ☐

Address of Filming Location: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature or letter of authorization from the property owner: \_\_\_\_\_

*If letter, please attach to this application.*

**5. Location Needs:**

Catering Service: Yes ☐ No ☐

If Yes, describe: \_\_\_\_\_

Restroom Facilities: Yes ☐ No ☐

If Yes, describe: \_\_\_\_\_

Health department food service number: \_\_\_\_\_

Trash Removal: Yes ☐ No ☐

If Yes, describe \_\_\_\_\_

Other Vehicles or Special Equipment: (describe) \_\_\_\_\_

\_\_\_\_\_

Animals: \_\_\_\_\_

Maximum Number: \_\_\_\_\_

**6. Vehicular Needs:**

Crew Cars for **each day** of production: \_\_\_\_\_

Number of Equipment Vehicles: \_\_\_\_\_

Generator: \_\_\_\_\_ Grip Truck: \_\_\_\_\_

Large Truck: \_\_\_\_\_ Cube Trucks: \_\_\_\_\_

15 Passenger Vans: \_\_\_\_\_ Motor Homes: \_\_\_\_\_

Cars: \_\_\_\_\_

Other Vehicles or Equipment: (describe) \_\_\_\_\_

Staging location: \_\_\_\_\_

**7. Insurance:**

Insurance Company Name: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

**You Must Name The City Of Sedona As Additionally Insured**

Certificate Received and Attached: Yes ☐ No ☐

Producer states the above information is complete and accurate. Producer has read and understands the *Terms and Conditions* that are a part of this application and agrees to comply with the provisions thereof in this permit.

**APPROVED by City of Sedona, Permittor:**

\_\_\_\_\_  
*Authorized Representative Signature*

**PRODUCER / PRODUCTION COMPANY**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT IS NOT VALID UNTIL SIGNED AND FILED WITH THE CITY OF SEDONA**

**PERMITTEE MUST OBTAIN THE SIGNATURES OF ALL OFFICIALS BELOW:**

**The SIGNATURES REQUIRED:**

Yes ☐ No ☐ Permitting Supervisor: \_\_\_\_\_

Yes ☐ No ☐ Police Department: \_\_\_\_\_

Yes ☐ No ☐ Fire District: \_\_\_\_\_

Yes ☐ No ☐ Health Department: \_\_\_\_\_

Yes ☐ No ☐ Building Department: \_\_\_\_\_

Yes ☐ No ☐ Neighborhood and/or business notification required: \_\_\_\_\_

Describe type of notification: \_\_\_\_\_

The City of Sedona may or May nor require that you notify the neighborhood and/or business near the location if the box above is checked yes: please describe notification method.

**SIGNATURES REQUIRED IF ANY OF THE FOLLOWING APPLIES:**

**Use of Parks:**

Yes ☐ No ☐ \_\_\_\_\_  
*Signature of Coordinator Recreation Services Title Date*

**Use of Public School or School Grounds:**

Yes ☐ No ☐ \_\_\_\_\_  
*Signature of School District Representative Title Date*

**Use of Municipal Property and Grounds Other Than Parks Or Schools:**

Yes ☐ No ☐ \_\_\_\_\_  
*Signature of Facilities Manager Title Date*

**Use of Public Access Ways; (Sidewalks, Roads)**

Yes ☐ No ☐ \_\_\_\_\_  
*Signature of Traffic Manager Title Date*

**Note: The use of State roads and highways requires a permit from the Arizona Department of Transportation. Please call the Sedona Film Office for details.**

**General Contact Numbers:**

City of Sedona, Development Services Supervisor, Jim Windham – (928) 204-7114

Sedona Fire District, Fire Marshal, Will Loesche – (928) 204-8906

Sedona Police Department, Commander, Marlayne Hatler – (928) 282-3100

City of Sedona Traffic Control, Street Superintendent, Dan Neimy – (928) 204-7109

Arizona Department of Transportation, Permits Supervisor, Warren D. Sutphen – (928) 779-7520

Sedona Film Office, Director, Lori Reinhart – (928) 204-1123 x-180

Sedona Oak Creek School District, Main Office – (928) 204-6800

Coconino National Forest Service Office, Judy Adams (928) 203-7500

**Sketch map of affected areas. Indicate location of set, working trucks, base camp, crew parking and traffic control plan. *Attach additional pages if needed.***

We are pleased you have chosen the City of Sedona to realize your project. Our goal is to assist you by opening doors and providing services and personnel when possible. In return, we expect you to clearly describe what you plan to do, respect the people who live here and return each location to its original condition.

### **TERMS AND CONDITIONS OF LOCATION PERMIT**

**PERMIT REQUIRED:** This permit must be in the possession of the Producer/Permittee, kept on the site at all times, and must be available to inspection upon request by Permittor officials or the public. This permit may not be assigned, altered, or the terms of this permit varied from the Producer/Production Company ("Producer") without written consent of the Permittor.

**AUTHORITY:** This permit is issued by the authority of the Permittor, for the purpose of film, video or still photography on public or private property. This permit does not extend or grant permission to use or enter property not belonging to or under the control of the Permittor. Permission to use or enter private property must be obtained from the owner or controller of such property and is not a part of this permit. Permittor may be able to assist but it is the responsibility of the Producer to secure the permission.

**COMPLIANCE WITH PERMIT AND LAWS:** Producer agrees to comply with the Terms and Conditions of this permit and with any attached Exhibit(s), which are by this reference made a part of this permit. Producer agrees to comply with all applicable federal, state and local laws, regulations, ordinances and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.

**RIGHT TO TERMINATE:** Permittor understands a great deal of effort and expense is involved in location shooting. However, in the event an authorized representative of the Permittor finds that activities being conducted by the Producer unnecessarily endangers the health and safety of any person or that said activities are causing or will cause damage to real or personal property, said representatives, at his or her own discretion, may suspend, cancel or amend this permit. The Permittor hereby agrees it will not unreasonably exercise this right of termination.

**INSURANCE:** This permit is granted subject to Producer showing proof of general liability insurance, and Producer agrees to provide a certificate of insurance in the amount of \$1,000,000, unless a different amount of insurance is specified in the permit, and to name the Permittor as additionally insured.

**INDEMNIFICATION:** Producer waives all claims against the Permittor, its officers, agents and employees for loss or damages caused by, arising out of or in any way connected with this permit. Producer agrees to indemnify, defend and hold harmless the Permittor, its officers, agents and employees from any and all alleged claims, loss damage or liability caused by, arising out of or in any way connected with permission granted in this permit, except those arising out of the sole negligence of the Permittor.

**RISK:** Producer acknowledges that its use of municipal facilities for purposes of this permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the Permittor for any loss, injury or damage which Producer may sustain in the exercise of the permissions granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause or the utilities or other services furnished, or for any loss resulting from fire, water, wind civil commotion, riot, landslide or acts of God.

**REMOVAL OF MATERIALS:** On or before the date of the expiration of this permit, the Producer shall clean up the locations used and remove from each location, all sets, structures, equipment, rubbish and unsightly matter placed on the property by the Producer unless the Permittor agrees that this may be done at a later time. In the event Producer fails to remove materials, the Permittor may do so and Producer agrees to pay the Permittor any costs incurred. Producer agrees to pay the Permittor for damage to Permittor property resulting from operations undertaken by Producer.

GENERAL INFORMATION

**FEES:** The fee for this permit is \_\_\_\_\_. Extra costs incurred by Permittor as a result of \_\_\_\_\_ may be billed to Producer and Producer agrees to pay these costs.

**PLEASE FAX A COPY OF THIS PERMIT TO 928-204-7124**  
CITY OF SEDONA DEPARTMENT OF COMMUNITY DEVELOPMENT  
104 ROADRUNNER DRIVE  
SEDONA, AZ 86336  
928-204-7114  
[jwindham@sedonaAZ.gov](mailto:jwindham@sedonaAZ.gov)